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Approved For Release 2001/08/31 : CIA-RDP78-04718A000200010056-9

6-0448

SECRET

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: OCD T/O Increase Under Provisions of [REDACTED]

25X1A

*

1. The attached presentation (Tab A) from the Chairman, Inter-office Telecommunications Committee, requests that 5 additional ceiling positions and \$18,967.00 be allocated to OCD for fulfilling an added work burden under the provisions of [REDACTED]

25X1A

2. Contrary to initial expectations, the proportion of pre-analyzed data received has been small. An increasing percentage of raw data received now requires previously unanticipated machine punching and tabulation.

3. The Office of Personnel has concurred (Tab B).

4. The Comptroller has recommended that funds be made available from the Director's Reserve (Tab C).

5. OCD has concurred in the Management Staff recommendations for location of these new positions.

6. There are presently 17 ceiling allocations in the Director's Reserve.

7. It is recommended that:

a. OCD be authorized a ceiling increase of 5, [REDACTED] through withdrawal from the Director's Reserve. A memo to the Director appears at Tab D for your convenience.

25X9A2

b. Four GS-4 Card Punch Operators be added to the T/O of the Gazetteer Section, Operations Branch, Machine Division, OCD.

c. One GS-4 Tabulating Machine Operator be added to the T/O of the Machine Section, Barton Branch, Special Register Division, OCD.

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[REDACTED]
Chief, Management Staff

25X1A9a

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ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of AD/P
- Tab C - From Comptroller
- Tab D - To DCI

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APPROVED:

Date: 5 October 1954

This action discussed with
and approved orally by DDCI
(General Cabell) on 4 October 1954.

/s/

L. K. WHITE
Deputy Director
(Administration)

/s/

L.K.W.

DISTRIBUTION:

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- 2 - DE/A *Chrono*
- 2 - Asst. to DD/1 (Admin)
- 1 - Comptroller
- 1 - Mr. Conback

subject: O+ms

- * Recommendations in 7.a., b., and c. above are approved. In addition, funds necessary to implement this proposal for the balance of the Fiscal Year should be allocated to OCD from the Director's Reserve.

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ORIGINAL DOCUMENT MISSING PAGE(S):

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